

# Santa Rosa Junior College



## INSTITUTIONAL PLANNING COUNCIL

Monday, September 23, 2019

Plover 526

1:30 PM – 3:00 PM

Minutes - **APPROVED**

---

**VISION** – SRJC aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

**MISSION** – SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.

- We focus on **student learning** by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of **student development** programs and services that support student success and enrich student lives.
- We support the **economic vitality, social equity and environmental stewardship** of our region.
- We promote **personal and professional growth** and cultivate joy at work and in lifelong learning.
- We foster **critical and reflective civic engagement** and thoughtful **participation in diverse local and global communities**.
- We regularly **assess, self-reflect, adapt, and continuously improve**.

---

Excerpted from SCJCD Board Policy 1.1 – Vision, Mission Statement, Values (approved October 8, 2013)

**In attendance:** Pedro Avila, Frank Chong, Stephanie Dirks, Karen Furukawa-Schlereth, Luz Garcia, KC Greaney, Vince Hamilton, Kate Jolley, Sean Martin, Jessica Melvin, Purnur Ozbirinci, Amy Roscielle Flores, Jane Saldaña-Talley, Sandy Sigala, Eric Thompson, Julie Thompson

**Absent:** Dorothy Battenfeld, Patty Collis, Jeanne Fadelli, Maggie Fishman

**Guests:** N/A

**Proxy:** N/A

1. **APPROVAL OF MINUTES (1:30-1:35)** From the meeting of September 9, 2019  
Eric Thompson motioned to approve, Jane Saldana-Talley seconded. Minutes were approved.
2. **PLANNING UPDATES (1:35-1:45)**
  - a. **Administrative Update** (SRJC President Frank Chong)  
Dr. Chong attended the Board of Governor's meeting last week to speak to the topic of student housing, with the president of Compton College. The project was well received, and there were many accolades. Faculty and staff housing came up as a future consideration.  
  
SRJC is currently in communications with the Chancellor's office to extend fire relief funding for another 2 years, and possibly an additional 2 years due to the continued effects of the fires.  
  
Dr. Chong continues to talk with various constituent groups, including faculty leadership council, to gather input about the reorganization of the District.
  - b. **Budget Advisory Committee Update** (SRJC Vice President Kate Jolley)  
No updates to share yet, but will have one during the next meeting after the Budget Advisory meeting takes place on 9/24/19.
  - c. **Academic Senate Update** (Academic Senate President Eric Thompson)  
The Senate is still discussing resolutions, but no specific recommendations in place for the re-organization just yet, so it is still in process. The Senate will bring the resolutions forward once they are adopted.
  - d. **PRPP Update** (Director of Institutional Research KC Greaney)

No update to provide today.

- e. Update on Budget Reductions, Reorganization, and Restructuring Governance (as appropriate)  
Eric Thompson stated that the faculty staffing committee met last Friday, ranked the requests, and are able to meet most requests, but not all.

### 3. INSTITUTIONAL PLANS AND PLANNING

- a. **Review of PRPP (1:45-2:10)**: As a part of the annual process of aligning budget with planning, and as a key step in ensuring SRJC planning processes are integrated, IPC members reviewed the PRPP Year End Report for 2018-2019 and the PRPP Funding Outcomes for 2018-2019 to confirm alignment with the Strategic Plan and districtwide goals. IPC members suggested more consistent formatting in the spreadsheets, and requested that Vice Presidents use the same criteria and scales in rating and ranking. It was also suggested that a column be added to indicate whether a request needs to be negotiated, for planning purposes.
- b. **Update SRJC Annual Budget (2:10-2:30)** SRJC Vice President Kate Jolley presented the 2019-2020 district budget and answer any questions.

#### ***Highlights:***

- Unrestricted general fund graph, also broken out by function
  - For FY19-20 built budget on revenue assumptions
    - No deficit anticipated this year
    - 18/19 salary considerations; ERI payment/fees, transportation, minimum wage increase, built in salary savings within budget
    - We saw a 8.3% health benefit increase
    - STRS reduced rate for FY19-20
    - Fire waiver and hold harmless (funding formula) has been extended through FY20-21
      - About a \$600,000 difference between fire waiver and hold harmless
  - Academic salaries include educational administrators, and faculty, only includes unrestricted general funds
  - Classified fund includes staff, tutors, lab assistant, etc.
    - 50% law report deadline is October 10<sup>th</sup>
    - The 311 and 320 report also will be provided
    - 50% law only includes in-classroom instructional faculty and lab support
      - Reassign time not counted in the 50% law
      - Counselors are not included in this
- c. **Focused Conversation: Future Students (2:30-3:00)**: Director of Institutional Research KC Greaney briefly highlighted predictable changes in the SRJC student body. IPC members reviewed the two-page summary sheet (“Future Students Summary”) in advance of the meeting. A vigorous conversation ensued, where facts were highlighted, and council members opined.

Looking at the future of our student demographic:

- There has been a decline of 4000 in the population of Sonoma County (out of 500,000 residents)
- The small decline resulted from the fires
- There is an older than average population coming into the County, typically white, wealthy
- The younger population is different with more Latinx families from lower socio-economic backgrounds
- Sonoma County has a higher proportion than average of residents with “some college, no degree”
  - potential area of growth for SRJC
  - 1/3 of the youth speaking Spanish in the home
- K-12 is projecting decrease of HS graduates
  - We are not getting as many younger families, but not a dramatic drop

- SRJC saw a higher yield with HS graduates
- Gen Z - class of 2014-2030 graduates
  - Want to learn by being fully engaged
  - Trying to avoid student loan debt
  - Great strategy for marketing our college as affordable option
- State now encouraging students to be bi-lingual, which could bring more demand for other language courses
  - Comment: Do we have reports on literacy in other languages?
  - If students are in the schools, they are versed in literacy in English but not necessarily their first language where they speak, but do not write/read.
  - Some students more focused on using the internet or social media than being literate in writing/reading
  - There are things we could be promoting as a college to help these children learn at early age to help bridge gap for learning the language and gaining literacy.
  - Pedro: They are coming here younger speaking Spanish, but the question is where do they live, what HS are they attending? Most likely they are in lower-income areas within poor performing schools.
- Nothing has changed with our schools in a very long time; sustained comprehension is the question; they have never read more than five pages, which is not good; lower performing students have little access or exposure to educational resources including books, art, movies, culture, etc.
  - We need to prioritize certain skills or teachings based on this information
  - We need to understand where students are; what is needed, and what can we do to enhance student performance
  - The library is creating “children’s corner” where small children can use and check out books.
  - It’s not always about changing our expectation, it really is about meeting students where they are
  - Guided pathways - bridging, maybe create a longer bridge, so it gets deeper into the childhood learning
  - Critical that students are successful when they get here
- Generation alpha – 2031 – 2043:
  - Entire school upbringing using technology
  - Prefer to acquire knowledge by doing and exploring
  - Need students to sustain learning not facilitated by technology
  - We should focus on similarities of students – lower income, lower educated, working older adults
  - Need more options for students being prepared before school starts;
  - We should consider our commitment to our part time and evening students
  - Percentage of FT = 25%, (12 plus units) the rest is part-time
  - Graduation levels are higher for FT students
  - Encourage students to get financial aid to offset costs and attend FT
  - Legislature is looking at financial aid formula which is a move in the right direction
  - (Dr. Chong): student housing will contribute to this; its only 381 spaces though
  - Promise grant has hopes for providing larger assistance; expand on income base and needs to take into consideration other factors, like food, housing and transportation
- Dr. Chong comments: We need life-long learning initiatives to include the older adults coming into the community; they feel excluded right now. As a Council, we can advocate for this. How do we make them feel embraced? What can we do to support the partner K-12 schools to better prepare the students for college? Jane: Maybe we need to come forward with our recommendations, such as a goal summary report or query, and we need to be intentional on these ideas so we are not working in silos. We could brainstorm at the end of the focused conversation and submit as possible implications included in all the minutes. This data could inform the strategic plan process.

**6. FUTURE 2019/20 MEETING DATES:**

October 14 and 28  
November 25

December 9  
January 13 & 27

February 10 and 24  
March 9 and 23  
April 13 and 27

May 11

---

**IPC COMMITTEE FUNCTION** (Revised and Approved – January 27, 2014; College Council Approval February 20, 2014)  
*The Institutional Planning Council (IPC) is the Sonoma County Junior College District (SCJCD) central coordinating body responsible for the integration of planning activities and pursuit of institutional effectiveness. In collaboration with Academic Senate and other shared governance bodies, IPC:*

1. *Initiates and leads the collaborative process of creating, modifying, and reviewing the SCJCD vision, mission, and values, strategic planning process, and establishment of student success and achievement benchmarks*
2. *Annually reviews, affirms, and monitors progress toward achieving the SCJCD Strategic Plan goals and objectives and pursuit of institutional excellence*
3. *Leads a college-wide annual review of institutional and student outcomes data, and prioritization of action goals for the upcoming year*
4. *Oversees the evaluation, continuous quality improvement and outcomes of the Santa Rosa Junior College annual Program and Resource Planning Process (PRPP), to include affirming alignment of the following with the SCJCD vision, mission and Strategic Plan goals and objectives:*
  - *Budget priorities*
  - *Staffing priorities*
  - *Annual component goals*
  - *Accomplishment of annual component goals.*